

Guide for Review of EZ's Overall Management Systems			
Name of Program Participant:			
Staff Consulted:			
Name(s) of Reviewer(s)		Date	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

Instructions: This Exhibit is designed to evaluate the EZ's capacity to comply with requirements related to administration of EZ funds and program management. The HUD reviewer is to answer Exhibit questions based on staff interviews and file reviews, following the sampling guidance in Section 14-3 of the introduction to this Chapter.

Questions

1.

a. What is the program participant's system or procedure for ensuring that EZ funds are used in accordance with all program requirements? [24 CFR 85.20(2) or 24 CFR 84.21(b)(3); EZ Grant Agreement, Section I.D]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion: 	
b. Does the program participant have written procedures describing its management of the EZ program? (If appropriate, attach a copy or relevant portions thereof to this Exhibit.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion: 	

2.

a. Who is in charge of the day-to-day administration of the program?
Describe Basis for Conclusion:

b. What information is routinely passed to that person?
Describe Basis for Conclusion:

c. Does that person have appropriate authority to effect change or force actions to occur?
Describe Basis for Conclusion:

a. How is responsibility assigned and delegated?
Describe Basis for Conclusion:

3.

Are the duties for administrative personnel defined by job descriptions that reflect eligible administrative costs? [24 CFR 85.22(b) or 24 CFR 84.27; EZ Grant Agreement, Section I.D]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

Exhibit 14-4
Round II Empowerment Zones (EZs)

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4.

Does a random selected review of administrative personnel costs reveal any staff being paid with EZ funds but not working on EZ activities? [24 CFR 85.40 or 24 CFR 84.51; EZ Grant Agreement, Section I.D]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

5.

Does the EZ have a system or procedure for periodically assessing the effectiveness of each activity being funded under the program as a whole? [24 CFR 85.40(a) or 24 CFR 84.51; EZ Grant Agreement, Section I.D]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

6.

Has a system been developed to track the physical progress of each activity in the program? [24 CFR 85.40 or 24 CFR 84.51; EZ Grant Agreement, Section I.D]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

7.

a. If the EZ has some type of system for tracking progress, does it include timetables with scheduled completion dates? [24 CFR 85.40 or 24 CFR 84.51; EZ Grant Agreement, Section I.D]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

b. If developed, does the system effectively identify progress and problems to enable corrections or adjustments, as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

8.

Where projects or activities assist EZ resident beneficiaries, are information systems in place to collect data on them for the annual report? [24 CFR 598.415(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

9.

a. Is the EZ's in-house information consistent with the information it entered into the Performance Measurement System (PERMS) for the period reviewed? [24 CFR 85.20(b)(1) or 24 CFR 84.21(b)(1); EZ Grant Agreement, Section I.D]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

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b. If the answer to “a” above is “no,” describe the inconsistencies, including whether they appear to be isolated or systemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

10.

Can information for HUD-required reports be compiled accurately to meet PERMS deadlines?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		